**Classroom Computing Platform IT/PPS No. 02.01  
Selection Process Issue No. 5**

**Effective Date: 03/02/2023**

**Next Review Date: 03/01/2024 (EY)**

**Sr. Reviewer: Associate Vice President, Information Technology Assistance Center**

**POLICY STATEMENT**

Texas State University is committed to providing computing platforms that help further the university’s mission.

1. **SCOPE**
   1. This policy and procedure statement establishes a standard methodology for determining which computing platforms, Microsoft Windows or Apple macOS, are provided for use in Information Technology (IT)-supported academic classrooms.
   2. The vice president for IT (VPIT) has final authority over conflicts regarding which computing platforms should be provided and deployed to each classroom.
   3. The Council of Chairs and Directors will be notified prior to implementing any material change to this policy.
2. **DEFINITIONS**
   1. Apple macOS – the current standard operating system for a Mac device, [as defined by the IT division](https://itac.txstate.edu/support/academic-classrooms#learn).
   2. Computer Assignment Period – a period during which ITAC works with department chairs or directors to determine which computing platform to purchase for each location being refreshed. This period usually begins on February 1 with a final decision made by April 1 each year.
   3. Computer Replacement Period – the timeframe for replacing computers, typically occurring annually during June and July.
   4. Computing Platform Selection – the choice of a Microsoft Windows PC computer or Apple macOS Mac computer for all IT-supported academic classrooms in which an academic department is the department of record. A current list is published and maintained on the [IT-supported academic classroom web page](https://doit.txstate.edu/services/academic-classrooms.html).
   5. Default Dual Platform Room – Certain classrooms will be granted dual computing platforms by default due to their ownership, seat count, or regular events usage. The dual platforms will be provided, managed, and maintained by ITAC as part of the regular refresh cycle. These rooms are denoted on the [IT-supported academic classroom web page](https://doit.txstate.edu/services/academic-classrooms.html) (see Section 02.04).
   6. Department of Record – an academic department that is the primary owner or occupant of a classroom as provided by the registrar (also known as the “first call” department). A current list is published and maintained on the Office of the University Registrar, First Call Room Contacts [website](http://www.registrar.txstate.edu/faculty-staff/rooms/first-call-contacts.html).
   7. Dual Platform – the installation of both a PC computer and a Mac computer in a single space or classroom media cabinet.
   8. Dual Platform Cap – the maximum number of dual platform classrooms that can be supported by ITAC due to annual budget considerations.
   9. IT Supported Academic Classroom – a Tier 1 classroom funded and supported by the IT Assistance Center (ITAC) within the IT division. A current list is published and maintained on the [IT-supported academic classroom web page](https://doit.txstate.edu/services/academic-classrooms.html).

02.10 Microsoft Windows – the current standard operating system for a PC device, [as defined by the IT division](https://itac.txstate.edu/support/academic-classrooms#learn).

1. **PROCEDURES FOR DETERMINING WHICH COMPUTING PLATFORM IS PROVIDED FOR USE IN AN IT-SUPPORTED ACADEMIC CLASSROOM**
   1. During the computer assignment period, a list of computers being refreshed (typically 25 percent of the total) will be provided to the department chair or director for any classroom for which they are the department of record. Any changes to the computing platform provided in each classroom must be requested by the department chair or director and returned to ITAC by the deadline noted in the provided notice.
   2. The official computing platform selection made by department chairs or directors on behalf of the department of record is installed into the classroom during the computer replacement period.

03.03 The default computing platform for all IT-supported academic classrooms is a Microsoft Windows PC device. If the department chair or director fails to report back to ITAC by the established deadline, a single Microsoft Windows PC will be provided.

03.04 For newly converted classrooms, the default computing platform will be a Microsoft Windows PC device unless the designated department chair or director requests otherwise.

1. **PROCEDURES FOR DETERMINING WHICH IT-SUPPORTED ACADEMIC CLASSROOMS ARE ELIGIBLE FOR DUAL PLATFORMS**
   1. During the computer assignment period, ITAC will provide department chairs or directors utilization data from existing dual platform rooms with recommendations for changes, from which the department chair or director can decide.
   2. Annual budget considerations will be the primary determining factor as to what the dual platform cap will be.
   3. If dual platforms are desired by a department chair or director in a classroom for which they are the department of record and the dual platform cap is already met, the chair or director can choose to fund an additional computer and associated infrastructure for that location (see Section 05.).
   4. Determining the dual platform cap:
      1. Based on permanent annual funding, ITAC can support a limited number of dual platform classrooms.
      2. Each year during the computer assignment period, ITAC will determine how many dual platform classrooms can be supported.
      3. The addition of new classrooms may require the removal of existing dual platform classrooms to remain within the dual platform cap.
2. **PROCEDURES FOR INTEGRATIONS OF DEPARTMENTALLY-PROVIDED COMPUTERS**
   1. A department may choose to provide a secondary computer in a location in which they are the department of record.
   2. The department will be responsible for funding the computer and any additional equipment or infrastructure necessary to provide a dual platform system.
   3. The installation of the computer will occur during the standard computer replacement period.
   4. The computer will be a standard classroom unit and will be purchased, using that department’s funds, by ITAC on behalf of the department. The asset will belong to the department and will be assigned to their inventory account.
   5. The computer will be clearly labeled on the front as a departmentally-owned device. This label is not to be removed by any party without proper asset transfer paperwork.
   6. The computer will be managed by ITAC, just as the other classroom computers are managed, and will receive the standard classroom image.
   7. If the computer fails, ITAC will assist in getting it to the repair center, but any costs associated with repair will be the responsibility of the department. A temporary replacement will not be provided by ITAC so long as there is still a functioning computer in the classroom.
   8. The computer will only remain in place during its standard life cycle, which is defined as four years. When it is due for refresh, the department may decide to purchase a new computer or to remove the dual platform from that classroom. It will not be possible to retain a computer in a classroom past its four-year lifecycle as it becomes more susceptible to risk of failure and carries a higher support liability.
3. **REVIEWERS OF THIS PPS**
   1. Reviewers of this PPS include the following:

Position Date

Associate Vice President, March 1 EY  
Information Technology Assistance

Center

Director, Learning Spaces March 1 EY

Vice President for Information March 1 EY

Technology

1. **CERTIFICATION STATEMENT**

This PPS has been reviewed by the following individuals in their official capacities and represents Texas State Information Technology policy and procedure from the date of this document until superseded.

Associate Vice President, Information Technology Assistance Center; senior reviewer of this PPS

Vice President for Information Technology